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LOGISTICS SERVICES DIVISION
WEEKLY REPORT
PERIOD ENDING 7 DECEMBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

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No items this reporting period. []

II. Items/Events of Major Interest:

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a. New Building Project Office Furniture: In support of a request to furnish the new space to be occupied by the New Building Project Office as prototypical of what may be expected in the new building on the Headquarters compound, the Interior Design Consultant has researched manufacturers of modular furniture, adjustable chairs, and acoustic screens. Similar products, sizes, and finishes were specified using ten different manufacturers, and orders have been processed to Procurement Division, OL. []

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b. [] Building: Reception area seating was assembled in place in the main reception room [] on 30 November 1983.

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The Building Services Branch (BSB), LSD/OL, completed moving the Office of Personnel (OP) components from Ames and Chamber of Commerce Buildings to [] on 1 December 1983. BSB assisted the contractor in disassembling and reassembling file racks and prepositioned lot storage furniture for OP [] on 3 December 1983. The move of OP components from the Headquarters Building [] was begun on Monday, 5 December, and is expected to be completed on or before Friday, 9 December. []

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c. Conserv-A-Files: On 30 November 1983 42 conserv-a-files were delivered to the Office of Development and Engineering. []

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e. Quality of Life Program: Painting of the gym, locker rooms, and running track has been completed. In addition, mirrors are being installed in the exercise room by the General Glass Corporation. []

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25X1 f. Executive Registry, DCI: Telephone work and capping of outlets in this area have been completed, and installation of carpeting has been scheduled. []

25X1 g. Foreign Visitors Lounge: With regard to the provision of bathroom and pantry facilities in Room 6D-57, wallpapering and installation of a new floor have been completed; the commode, sink, and mirror have been installed in the bathroom; and wall cabinets and the microwave have been installed in the pantry area. Because of the noise created, the work of the Sheetmetal and Plumbing Shops has been delayed and some portions of it may have to be performed on an overtime basis. []

25X1 h. Artificial Intelligence Symposium: Four employees of the Electric Shop worked on Friday evening, 2 December, and Monday morning, 5 December, to complete the electrical requirements for the Artificial Intelligence Symposium being held by the Office of Research and Development, DDS&T, in the tunnel at Headquarters Building on 6, 7, and 8 December. []

i. Other Renovations at Headquarters Building: The Electric Shop completed recircuiting of two electric outlets, and GSA engineers completed HVAC work in Rooms 1E-77/1E-78 for the Office of Central Reference, DDI. This job is now complete.

25X1 On Monday, 5 December 1983, the Carpenter Shop started the installation of 35 feet of drywall partitions in Room 6B-4403 for the Central Cover Staff, DDO. The Electric Shop is presently drilling power and telephone outlets for Phase I of this job. []

25X1 j. Renovations at [] Buildings: On 1 December 1983 the Porter Contracting Company had a preconstruction walk through regarding the electrical portion of their contract. The contractor expressed concern about the size of the wiring closets and the requirement to install additional electrical panels in these existing closets while meeting the National Electrical Code standard []. The contractor stated that this problem would cause delay because he would have to report to GSA and have their electrical engineer resurvey the area and advise him as to the solution. []

III. Significant Events Anticipated During the Coming Week:

25X1 No items this reporting period. []

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Chief
Logistics Services Division

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